



COMMUNITIES IN SCHOOLS POSITION DESCRIPTION

Posted 08/25/2015 – Deadline = 09/11/2015

Position Title: Math Push-In Tutor

Reports to: Site Coordinator

Exempt Position: No

Supervisory Position: No.

POSITION SUMMARY:

Provides tutoring assistance to freshmen students enrolled in Algebra I under the guidance of High School math teachers to improve students' math proficiency. Support student comprehension during core instructional time, inside of the classroom. Tutors will work with students one-on-one as well as in small groups as directed by the math teacher. Tutors will meet with math teachers to determine the most successful path for providing support to students in the Algebra I classrooms. (Note: Successful completion of Algebra I in high school is critical to students staying on track to graduate on time. Failing this core class in the 9th grade reduces the amount of time students have to take additional math classes required for graduation and can put students behind in terms of credit accumulation. According to the State of Michigan, studies show that students taking four years of challenging math, including Algebra I, are more likely to succeed in college and the workplace and 84% of individuals who hold highly professional jobs have taken Algebra II or higher as their last high school math course.) Position works approximately 5-10 hours/week, Monday-Friday, when school is in session, depending on the number of sections s/he covers.

WORKING CONDITIONS:

Normal working conditions where there is no regular physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 25 pound boxes of supplies, materials, etc. to waist level. Ability to observe students and interpret those observations for the purpose of immediate connection and implementation of appropriate math support. Must have reliable transportation and the ability to arrive at the assigned school and classroom on time throughout the required time period, e.g. trimester.

DUTIES AND RESPONSIBILITIES:

- Able to understand and effectively explain all math concepts and problem-solving contained within the assigned Algebra I curriculum and textbook and to reinforce the instruction of the primary classroom teacher.
- Able to establish effective relationships with high school freshmen students to encourage them to seek assistance and support within the classroom setting in order to enhance their understanding and skill in Algebra I.
- Demonstrated ability to listen to students' requests and questions in order to assess their needs for tutoring and support and to deliver explanations that improve proficiency.
- Able to work effectively with classroom math teachers and incorporate both subject content and instructional strategies that they use in order to promote consistency.
- Establishes and maintains productive working relationships with all members of the CIS site team and school staff/teachers at assigned site.

- Demonstrates consistent ability to operate within a team, work effectively with the Site Coordinator and to model and develop expected behaviors for Push-In Math Tutors.
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- Attends all planning sessions with teacher as scheduled. Coordinates with assigned math teacher during planning sessions to ensure effective use of allotted time.
- Follows the guidance of the classroom teacher for positive behavior support including student behavior and classroom management in support of consistency with the regular school day at the designated school site.
- Report regularly to Site Coordinator keeping him/her current on all classroom issues/concerns adhering to a strong collaborative approach to problem-solving and program management.
- Maintains a regular schedule, fulfilling a consistent commitment to delivering the push-in tutoring within the class periods assigned.
- Exhibits a commitment to the values expressed in the CIS mission and vision and creates and maintains a positive CIS image.
- Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude at the work place and toward his/her job.
- Maintains the confidentiality of all CIS and student-related information.
- May occasionally participate in community awareness and public relations activities for CIS.
- Attends meetings and other events as requested.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High School Diploma with relevant experience required; post-secondary credits and/or degree in relevant field strongly desired (i.e. Youth Development, Childcare Administration, Education, etc.). Some college preferred.
- Strong knowledge and ability in Algebra as evidenced by grades, course completion and/or teacher/professor reference.
- . Prior experience working with children/youth preferred. Experience in youth tutoring program preferred.
- Ability to interpret, comprehend and transmit complex and detailed instructions in order to successfully perform job duties.
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- Effective communication skills---listening and verbal.



- Effective interpersonal skills.
- Ability to exercise good judgment, discretion, integrity..
- Understands and embraces diversity and inclusiveness in thought, word, and actions. Exemplifies these values.

The above is intended to describe the general content of and requirements for the performance of this job. It is not construed as an exhaustive statement of duties, responsibilities and requirements.

Please send a letter of introduction and a current resume to: dkievit@ciskalamazoo.org